

# Application for Department / Program Change



Date:			
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To  
 The Registrar  
 United International University  
 United City, Madani Avenue,  
 Badda, Dhaka-1212.

Sir

With due respect, I beg to state that I am a student of your university and my present CGPA is   
 Now I would like to change my department from  to  This is why, I have enclosed a 'Clearance Form' duly filled in with clearances from the concerned departments/ offices along with this form.

I, therefore, pray and hope that you would be kind enough to grant my prayer and oblige thereby.

Full Name:	
ID Number:	
Contact No:	
E-mail Address:	

Yours obediently,

\_\_\_\_\_  
 (Signature of the Applicant)

\_\_\_\_\_  
 (Signature of the Guardian)  
 (Father/Mother/Local Guardian)

<p><b><u>Present Department/Program:</u></b></p> <p><input type="checkbox"/> Recommended</p> <p>_____                  Signature and Date (Head of the Dept.)                  Department:.....</p>	<p><b><u>New Department/Program:</u></b></p> <p><input type="checkbox"/> Recommended</p> <p>_____                  Signature and Date (Head of the Dept.)                  Department:.....</p>
<p><b><u>Office of the Controller of Examinations:</u></b></p> <p><input type="checkbox"/> Recommended for New ID No.</p> <p><input type="text"/></p> <p>_____                  Signature and Date</p>	<p><b><u>Approval of the Registrar:</u></b></p> <p><input type="checkbox"/> Approved</p> <p>_____                  Signature of the Registrar</p>

# CLEARANCE FORM



## (For Change of Department/Program)

Please, Indicate your Student Type:  Undergraduate  Graduate

Student Name:			
Student ID:		Dept:	
Student Signature:		Date:	

### CONFIRMATION OF CLEARANCE

DEPARTMENT	SIGNATURE OF AUTHORIZED PERSONNEL	REMARK
Director of Student Affairs 1 <sup>st</sup> Floor, Room # 121		
Logistics and Procurement Office 1 <sup>st</sup> Floor, Room # 112		
Library Ground Floor		
IT 5 <sup>th</sup> Floor, Room # 518		
Laboratories 5 <sup>th</sup> Floor, Room # 506		

#### NOTE:

- This form is to be filled in at the time of applying for Changing Department/ Program and submitted to the Office of the Controller of Examinations with clearance from each of the above-mentioned departments /offices.

# Additional Course Form



Date:	
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To  
The Controller of Examinations  
United International University  
United City, Madani Avenue, Badda, Dhaka.

**Subject: Application for mentioning / not mentioning additional course(s) in Official Transcript.**

Sir/Madam,

I am a student of this university. I have completed my degree/ I have changed my department from ..... to ..... During my study period I have registered/ completed the following additional course(s). Now I would like to request you to mention/ not mentioning the course(s) in my Official Transcript.

Sl.	Course Code and Title	Grade	Tick (√) mark only
1.			Please mention/ not to be mentioned
2.			Please mention/ not to be mentioned
3.			Please mention/ not to be mentioned
4.			Please mention/ not to be mentioned
5.			Please mention/ not to be mentioned
6.			Please mention/ not to be mentioned

I would like to request you to take necessary steps in this regard and oblige me thereby.

Yours truly,

\_\_\_\_\_  
(Signature of the applicant)

Student Name:	
Student ID:	

<p><b><u>Department/Program Office :</u></b></p> <p><input type="checkbox"/> Recommended</p> <p>_____ Signature and Date (Head of the Dept./ Program)</p>	<p><b><u>Office of the Controller of Examinations:</u></b></p> <p><input type="checkbox"/> Recorded</p> <p>_____ Signature and Date (Controller of Examinations)</p>
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**Please note that:**

Grade(s) of additional course(s) is/are not taken into consideration for GPA/ CGPA calculation.